No. 2-9 — DA

— CTR

1. Provide training support equivalent to at least that provided in FY 1975 (estimated 69,000 student days) with a reduction of 2.3% in staff personnel from FY 1975.

All

2. Review during FY 1974 and each year thereafter 20% of OTR's activities to determine whether the reasons and justifications for their original establishment continue to exist; assess their capability to satisfy projected requirements for the future; justify the need for their continued existence at current and projected levels; and evaluate their performance in terms of current requirements. In FY 1974 this review will include the School of Intelligence and World Affairs and the Information Science Center, and with respect to the Information Science Center, will focus on the extent to which its programs should continue to serve the Intelligence Community.

DTR

3. Develop a program performance evaluation system to be operative in FY 1975, for the continued evaluation of on-going OTR programs to determine if objectives are being met, and to permit continuing identification of marginal programs and activities which can be curtailed or eliminated.

CC

4. Begin in FY 1974 to develop a training cost-model which permits identification of OTR's costs and their allocation to customer-components as a means of supporting OTR's requirements for personnel and other resources.

Plans

5. Examine Agency policies and doctrines on Non-Official Cover while simultaneously expanding plans to increase the scope and intensity of training required to support the Agency's Non-Official Cover activities expected to be operative in FY 1975.

OS/ALT

6. In FY 1974, examine the coverage on international economics, world ecology and demography included in training programs in the Office of Training and within other components of the Agency to determine, in coordination with the OTR, Curriculum Council, the types of programs or courses, or specific lectures, or other forms of input needed to support the FY 1975 requirements of the Agency.

SIWA & CC

7. Determine in FY 1974 the extent to which the content of the present information science training program should be revised to support the intelligence information systems in CIA and the Community in FY 1975.

ISTS

CL BY 010514
EX 2 IMPDET

√ = Obj's addressed in FY 73 report; restated in all but #14

8. Beginning in FY 1974, to be operative by the end of FY 1975, support the Agency's effort toward systematic career development of its employees (a) by assisting heads of the major components in developing prototype training profiles for key categories of their personnel, and (b) by developing an information system, using OTR's computerized training records as a base, from which requirements of the components for training can be projected to permit OTR to adjust curriculum and staffing to meet those requirements. The system anticipates use of the terminal cluster planned for installation in FY 1975 in the Chamber of Commerce Building for the Support Information Processing System.

DTR
CC
Plans

9. Beginning in FY 1974, introduce and advance the use of newer educational methods, with particular emphasis on proactive learning by the student.

Chairman
Classroom
Design

Intensify the use of existing teaching technology by modifying two classrooms in the Chamber of Commerce Building and by introducing color videocassette instructional programming in classrooms and safesites; the latter will require in FY 1975 the purchase of videotape players, color TV monitors, and a color videotape recorder. In FY 1975 augment this program with the purchase of at least two color TV cameras and related equipment for the production of classified 3/4 inch videotapes.

EA/DTR

As an additional dimension of technological advancement, in FY 1974 undertake a study to implement in FY 1975, if determined to be feasible, a secure closed-circuit TV within the Chamber of Commerce Building, with terminals in other Agency buildings in the Headquarters area.

PO/EA

10. To ensure orderly development of the executive cadre in OTR, in FY 1974 to be operative in FY 1975, identify the individuals and prepare specific executive development plans for a minimum of three members of the Training Career Service for each of two staff positions at the GS-15 level and above.

EA/TR

11. Strengthen the Training Career Staff, develop in FY 1974, to be operative in FY 1975, a systematic program for the professional development of each member, with special emphasis on enhancing the qualifications and skills of the instructor corps. The program for career professionals will be directed to:

PO/EA

a. Planned rotational assignments within OTR or in other components in the Agency to broaden experience and to assure that as a general rule, professionals, below the level of School or Staff Chief, or the ████ serve no longer than six years continuously in the same OTR School, Staff or the ████████

25X1A
25X1A

b. external training of at least one semester (or its equivalent) every seven years in academic or other programs to enhance substantive specialities;

... of staff planning ... designed to reduce the ... of OTR's career professionals ... the present (1 January 19__) average of 48.3 to an average no higher than 47.0 by 30 June and 45.0 by 30 June 1975.

12. To ensure the effectiveness, quality, and efficiency of OTR's entire training effort, in FY 1974, School Chiefs and the ████████ will design and test one or more techniques of acquiring information to determine the impact of training on job-performance. In FY 1974 they will also apply the techniques to three courses or programs conducted within their components and, in FY 1975, to an additional 50% of their total curricula.

25X1A

All

The Instructional Support Staff in FY 1974 will implement the feedback program for external training to apply to courses under the purview of the Training Selection Board and to foreign language training. In FY 1975, additionally, the effort will be applied to 20% of Agency-sponsored academic training.

13. To respond to the increased number of Midcareerists whose development plans include attendance at the Midcareer Course, during FY 1974, without any addition of staff, conduct the course for an additional 30 employees above the current FY 1973 level of 130 in Grades GS-12-13, and in FY 1975 conduct the course for a total of 200 employees in Grades GS-12-13.

SIRA

14. Prepare officers at all career levels to assume increased responsibility involving decision-making and execution of policy, in FY 1974, to be operative in FY 1975, develop new or revise current courses on management training for officers at junior, middle, and senior levels.

✓

SUS

15. Using the FY 1973 as a base, increase by 20% in FY 1974 and another 20% in FY 1975, the training of officers, GS-13 and above, in the new techniques of management information, including the management of Agency records.

SUS

16. To determine and implement in FY 1974 a solution to the present overenrollment of students in the Basic Operations Course, either by redesigning the course to allow greater student capacity relative to the number of instructors available, or by developing in coordination with the Operations School an alternative program in operations familiarization which would divert from the BOC students not really requiring in-depth training as operations officers.

25X1A

18. To increase the value of the Language Qualifications Register as an effective source of information, for Agency managers to use in determining personnel assignments requiring language competencies, by the end of FY 1975, achieve 95% completion of verification of language skills of employees whose claimed (untested) proficiences (700) were on record as of 31 March 1975.

LS

19. Continuing toward the goal of efficient management of OTR's language laboratories, in the Chamber of Commerce building, by the end of FY 1975 complete the conversion of 8,000-10,000 language tapes currently on reels to cassettes, and purchase 40 cassette record/playback machines to replace the present stock of reel machines.

LS

20. Increase efficiency in conducting language in FY 1974 by relocating in the Headquarters building, part-time courses in two languages and increase the activity in FY 1975 by providing part-time courses in a minimum of two additional languages.

LS

21. To reduce, from ten weeks to four weeks, the time required to achieve a highly useful level of foreign language competence (from Elementary or Elementary Plus to Intermediate), in FY 1974 experiment with a total-immersion program in Russian, and if successful add programs in French and Spanish. In FY 1975 introduce a program in a fourth language.

LS